

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LOCKSMITH

JOB DESCRIPTION

Employees in this job install, maintain and repair locks, doors, and hardware, open locks on doors and safes and change lock combinations in state facilities.

There are two classifications in this job.

Position Code Title – LOCKSMITH-E

Locksmith E9

This is the experienced level. The employee performs a full range of locksmith assignments using independent judgement in making decisions requiring the application of procedures and practices to specific work situations.

Position Code Title – LOCKSMITH-A

Locksmith 10

This is the advanced level. The employee functions as a crew leader, overseeing the work of lower level locksmiths, prisoners, or others and performs journey level locksmith assignments.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Repairs and opens locks and safes.

Disassembles locks such as padlocks, safe locks and door locks, and repairs or replaces worn tumblers, springs and other parts.

Repairs broken doorknobs and handles.

Changes lock cylinders and combinations.

Removes broken keys and repairs jammed locks.

Cuts new or duplicate keys using keycutting machine.

Maintains key and combination records.

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Installs and repairs furniture, cabinet and window locks.

Fits and installs doors, weather stripping, trim and hardware such as locks and kick plates.

Installs hydraulic door closers using hand and power tools.

Disassembles closers, repairs or replaces parts, fills oil chamber and packs spindles with washers.

Orders parts and supplies and maintains inventory records.

May assist in training lower level workers or prisoners.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Locksmith 10 (Lead Worker)

Assigns work to lower level locksmiths, trades helpers, or prisoners.

Provides instruction and training in the proper methods and processes to carry out locksmith assignments.

Reviews job performance by observing and critiquing work techniques and completed assignments.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the standard methods, procedures, and various types of locks and tools used in the installation, maintenance, and repair of locks, doors and hardware.

Knowledge of the latest locks and locking systems.

Knowledge of the occupational hazards and safety precautions of locksmithing.

Skill in the use and operation of various hand and power tools.

Skill in the installation of locks, doors, and hardware.

Skill in diagnosing the cause of lock and door malfunctions.

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Ability to study and comprehend new technology.

Additional Knowledge, Skills, and Abilities

Locksmith 10 (Lead Worker)

Ability to train and instruct others in the work.

Ability to assign work to employees.

Ability to prioritize and evaluate the work of others.

Ability to organize and coordinate the work of the unit.

Working Conditions

Some jobs may require direct contact with prisoners.

Physical Requirements

Some jobs may require an employee to bend, reach, or stoop for extended.

Education

Educational level typically acquired through completion of high school.

Experience

Locksmith E9

Four years of experience in the installation, maintenance and repair of locks.

Locksmith 10

Five years of experience in the installation, maintenance and repair of locks, including one year equivalent to a Locksmith E9 in state service.

Alternate Education and Experience

Locksmith E9

Completion of a recognized program in vocational training for locksmithing may be substituted for two years of experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
LOCKSMITH	Locksmith

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Locksmith-E	LOCKSMTE	A31-010
Locksmith-A	LOCKSMTA	A31-012

ECP Group 1
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